



# ***CPAC Newsletter***

April 2003



## **ID Cards and Out-Processing**

Civilian employee's that are out-processing Fort Detrick must contact the Civilian Personnel Advisory Center for a Fort Detrick Civilian Personnel Clearance Sheet.

One of the requirements on this clearance sheet is the turn in of your Civilian ID card.

ALL EMPLOYEES, who have been issued the Department of Defense, Common Access Card (Smart Card) **MUST** turn in the card at the Military Personnel Office where the card was issued. The individual to whom you turn in the card to will then initial and date your clearance sheet. The Civilian Personnel Advisory Center is not authorized to accept these cards or initial off on their receipt.

ALL EMPLOYEES, who have the older DA Form 1602, Department of the Army Civilian ID cards, **MUST** turn in the card to the CPAC individual that issues and receives your clearance sheet. Any card that is reported lost a notation will be made on the clearance sheet and it will be initialed and dated by the employee and the CPAC representative.

CPAC suggests that the last two items to be taken care of on your last day of employment is:

1. Report to PMO Car Registration so you may turn in your vehicle decal, and
2. Report to CPAC to turn in your completed clearance sheet.

Your assistance in helping us track these accountable items is greatly appreciated.

## **Annual Leave**

One of the most important benefits federal employees have is leave. And it is one of the benefits that generate the most questions according to Reg Jones, Office of Personnel Management. Let's review a few of the basic rules governing annual leave.

### **Earning Annual Leave**

As a federal employee, the amount of annual leave you earn is based on your years of federal service, including creditable military service. Employees with less than three years of service earn 13 days of leave per year or four hours per pay period. Those with more than three but fewer than 15 years earn 20 days or six hours per pay period. And those with 15 or more years earn 26 days or eight hours per pay period.

Part-time employees with fewer than three years of service earn one hour of annual leave for every 20 hours they are on the payroll; those with three but fewer than 15 years earn one hour of leave for each 13 hours on the payroll; and those with 15 or more years earn one hour of leave for each 10 hours on the payroll.

The leave accrual rate for military retirees is different than that for those receiving credit for serving a number of years in military. Credit for military retirees is generally limited to those who retired on the basis of a combat disability or for service performed during a war. By law the latter period includes all service performed between December 7, 1941, and April 28, 1952. Credit may also be granted to those participating in an expedition for which a campaign ribbon was authorized.

### **Using Leave**

As a rule, a supervisor must approve the taking of annual leave in advance. However, there are circumstances under which that may not be necessary, such as when you are dealing with a personal or family emergency, or during bad weather when your agency maybe open but permits non-emergency personnel to take unscheduled leave. In either case, it is important to let your supervisor know about your situation.

### **Leave Accumulation**

Under current law, most employees may accumulate 30 days of annual leave, or 240 hours. However, there are exceptions. Overseas employees may accumulate 45 days, or 360 hours, and those in the Senior Executive Service, even more.

Employees accumulating more than the annual limit usually must use or lose leave time by the end of the year, but there are exceptions. For example, any employee who moved from a job, with more leave to one with less, could retain the amount from the first job until it is used up. Also, if an employee had to forfeit annual leave that was scheduled in writing in advance, either because of illness or agency needs, that leave can be restored. In general, this restored leave must be used within two years. However, the U.S. Postal Service has no provision for restoring forfeited annual leave. Originally, SES members were able to accumulate an unlimited amount of annual leave. However, that changed with the enactment of the Government Management Reform Act of 1994. A 720 hour limit or 90 days was set on the amount that current and future SES members could carry over for one year to the next.

### **Lump Sum Payment**

The Civil Service Retirement System and Federal Employees Retirement System employees both receive lump-sum payments for unused annual leave at the time they separate from the government or retire. The lump-sum payment must equal the pay

employees would have received if they had remained employed until their annual leave ran out. The amount of the payment is based primarily on your rate of basic pay plus and locality pay. It may also include other types of pay, such as overtime.

For non-SES employees working in the United States, the maximum for which a lump-sum payment will be made is 240 hours the maximum leave one can carry over from one leave year to the next plus any additional leave accumulated during the year prior to retiring. Some of you may ask if the amount of your lump-sum annual leave payment can be used in annuity computations to increase your length of service or to increase the average of their highest salaries over three consecutive years. The answer is no.

**Note:** Bargaining unit employees will adhere to the negotiated agreement on matters of leave or agencies must engage in collective bargaining prior to any changes in leave procedures.

## **Understanding Debt Processing**

**Q1.** I was overpaid 3 hours of night differential pay (\$6.16) last pay period. This pay period my Leave and Earnings Statement (LES) showed –1.13 hours and – 1.74 in the amount field in the section called “Retroactive Earnings”. Also the remarks block had a debt statement. Why didn’t payroll collect the whole 3 hours and all of the overpayment?

**A1.** When the payroll system processes a retroactive pay correction that indicates an employee was overpaid for a prior pay period (in the current pay year) an automatic process identifies all of the deductions associated with the overpayment. Then all of the deductions are collected against the indebtedness. When you were paid the 3 hours of night differential your gross pay was increased \$6.16 and your net was increased \$4.42. The total of all of the deductions (federal income tax, state income tax, Medicare, etc.) was \$1.74. The payroll process collects the deductions so the remaining amount is the net amount you received and the net amount you still owe. You will receive a letter from the payroll office notifying you of the remaining amount you owe and how it will be collected.

When deductions are collected on an overpayment the current pay period LES will have “INDEBTEDNESS COLLECTED FROM RETROACTIVE EARNINGS AND/OR ADJUSTED DEDUCTIONS” printed in the remarks section. You did not have retroactive earnings, so the indebtedness was collected from the adjusted deductions only. The collection of the adjusted deductions does not change your basic net pay for the current pay period because only the previously withheld deductions are effected.

Anytime a prior pay period time and attendance correction is processed the remark block of the LES will have the statement: “RETROACTIVE TIME AND ATTENDANCE ADJUSTMENTS PROCESSED.”

If a prior pay period personnel action was processed the LES will have the statement: “RETROACTIVE PERSONNEL DATA PROCESSED.”

These statements could reflect either an underpayment or overpayment for a prior pay period. These remarks will be printed on the LES whenever the action is retroactive. The retroactive earnings section will show the amounts processed for the action. If you have a question about the adjustment, contact your timekeeper for T&A adjustments and the personnel office for any personnel adjustment.

**Q2.** I was due a within grade increase (WGI) last pay period. When payroll processed my WGI this pay period, I did not receive the retroactive money I was due. Why didn't I receive additional money for last pay period?

**A2.** You had a retroactive time and attendance correction that removed 2 hours of overtime pay for a previous pay period that was processed at the same time your retroactive WGI was processed.

The retro activation process is a biweekly payroll program that identifies any overpayment created from a prior pay period and offsets these overpayments from retroactive entitlements processed in the current pay period.

The process will calculate the aggregate net amount of the overpayment and the aggregate net amount of the entitlement adjustment. Then the process determines the difference between the two aggregate net amounts. If the net difference is a payment due to the employee, the process will activate all of the adjustments and pay the employee any remaining entitlement. If the net difference is a debt due from the employee the entitlement adjustment will be used to offset the maximum amount of the overpayment.

The process will also use the negative deductions associated with the overpayment to offset the amount of the debt. The remarks section of the LES will have the statement: "INDEBTEDNESS COLLECTED FROM RETROACTIVE EARNINGS AND/OR ADJUSTED DEDUCTIONS." You had retroactive earnings, so the indebtedness was collected from the retroactive earning and the adjusted deductions.

**Q3.** What is this deduction for Bank of America?

**A3.** This deduction is for a debt incurred on the Government issued Bank of America Credit Card. The LES remarks section states: "CONTACT YOUR AGENCY COORDINATOR FOR INFORMATION ABOUT DEDUCTION FOR DOD TRAVEL CARD DEBT". The payroll office must refer you to your activity Credit Card Coordinator or the Bank of America for disputed debts. The customer service number for Bank of America is 1-800-492-4922.

**Q4.** What occurred to let you know that I was indebted?

**A4.** A change was made by personnel office or your timekeeper made a correction/change to previously entered time and attendance. These transactions are identified on payroll office reports indicating you are indebted. The payroll office then starts the notification and collection process.

**Q5.** Why was an involuntary deduction taken from my pay before I received a notification letter?

**A5.** If the debt is \$50.00 or less if the debt was processed within the last 4 pay periods, deductions can be made and you are notified as soon as possible.

For debts of more than \$50.00 and outside of the 4 pay period window you were notified by a letter from the payroll office to repay the debt or establish a repayment agreement with the payroll within 30 (45 for overseas accounts) days. If you did not repay the debt or establish a repayment agreement the payroll office will begin involuntary deductions. A maximum of 15% of your net disposable pay is collected for debt repayment.

**Q6.** Why was my Living Quarters Allowance (LQA) adjusted causing indebtedness?

**A6.** All changes and adjustments to LQA are processed by your servicing HRO. If changes made caused you to be overpaid then the payroll office is responsible for collection of the debt.

All questions about the amount of your LQA entitlement should be directed to your personnel office.

**Q7.** Do you charge interest on my debt?

**A7.** Interest and service charges may be applied to debts.

**Q8.** Why was my debt sent to Denver for collection?

**A8.** Upon your separation your payroll records indicated you had been overpaid. The payroll office must notify you by letter of the overpayment. If you do not respond to the notification letter and are no longer serviced by a DOD payroll office (Charleston, Pensacola or Denver) the debt is transferred to the Defense Debt and Claims Management office at Denver, Co for collection.

**Q9.** How do I file a wavier?

**A9.** Guidance for filing a wavier can be found in the DOD Financial Management Regulation, Volume 8, paragraph 080306, which can be found on the World Wide Web at <http://www.dtic.mil/comptroller/fmr>. Deductions of the debt will continue until the wavier is approved or disapproved.

### **The Army is centralizing its automated referral system Initial Phase of the Resumix Centralization Transition is Complete**

Army has consolidated all the resumes maintained by the Northeast, Southwest, South Central, North Central, and Europe Civilian Personnel Operations Centers into one central database. This consolidation was completed in early December 2002. The West CPOC's migration will be completed by February 18, 2003. Please read the information

below to find out what this means to you as an applicant applying to the West CPOC:

One resume will be on file for the centralized regions. There is no need to submit a new resume if you have one on file.

Resumes submitted through the Army Civilian Resume Builder (<http://cpol.army.mil/> click on Employment, then Army's Resume Builder) will automatically flow into the centralized referral database. This is the fastest way to get a resume into the centralized referral database. If you are applying through the Army Civilian Resume Builder, you will continue to select the CPOC(s) as you do now to send your resume. The system will automatically send the resume to the CPOC you identified or to the centralized referral database as appropriate.

Applicants will submit a new resume after they have accepted a permanent position. This does not apply to temporary promotions or temporary reassignments.

ANSWER (<http://cpol.army.mil/>) click on Employment, then ANSWER) will be the method for applicant notification. It is the best way to review your most recent resume on file.

The Pacific and Korea CPOCs will join the consolidation in the near future of Phase II of this process. Until then, applicants wishing consideration for positions in these non-centralized regions will need to submit a separate resume with the appropriate supplemental data sheet to each of the non-centralized regions.

### ROAR versus ANSWER

Before submitting a resume or self-nomination, use the table below. This table will assist you in determining where to view the status of your resume and self-nomination. Letters will no longer be issued.

| If you submitted a resume to: | If the Referral List issued is: | Resume Database: | Notification System to Review | ROAR, and/or ANSWER will not be available:<br>Access ROAR through:<br><a href="http://cpolrhp.belvoir.army.mil/west/">http://cpolrhp.belvoir.army.mil/west/</a><br>Access ANSWER through:<br><a href="http://cpol.army.mil">http://cpol.army.mil</a> |
|-------------------------------|---------------------------------|------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| West CPOC                     | On or before Feb 13, 2003       | Local CPOC       | ROAR                          | 5:00 PM Feb 13, 9 AM Feb 18, 2003 Eastern Time                                                                                                                                                                                                       |
|                               | After Feb 18, 2003              | Centralized      | ANSWER                        |                                                                                                                                                                                                                                                      |

The Centralized Resumix deployment schedule is as follows.

Northeast CPOC Jul 11-15: **COMPLETED**

Southwest CPOC Aug 1-5: **COMPLETED**

South Central CPOC Aug 15-19: **COMPLETED**  
North Central CPOC Aug 29 - Sept 2: **COMPLETED**  
Europe CPOC Dec 12-16: **COMPLETED**  
West CPOC Feb 13-18: **COMPLETED**

For more information about this topic, please go to our Frequently Asked Questions link at [http://cpol.army.mil/faqs/faq\\_resumix.html](http://cpol.army.mil/faqs/faq_resumix.html)

## **FLTCIP On Track to Become the Largest Employer-Sponsored LTC Insurance Plan in U.S.**

265,000 members of the "Federal Family" have applied for insurance under the Federal Long Term Care Insurance Program. When underwriting is complete on all Open Season applicants (by early spring), the Program is expected to be the largest employer-sponsored long-term care insurance program in the country.

Want to talk with a certified long-term care insurance consultant by phone?

Call 1-800-LTC-FEDS (1-800-582-3337) or TTY: 1-800-843-3557.

Available -

- Monday - Friday 8 a.m. - 8 p.m. Eastern time
- Saturday 9 a.m. - 5 p.m. Eastern time
- Closed Sundays and Federal holidays.

**I'm a New Employee. Can I Apply Now?** Yes, you can if you are in a group eligible to apply for this program. You will use either an abbreviated underwriting application or a full underwriting application, depending on when you apply.

IF you are:

- a new or newly eligible Federal/Postal employee,
- a new or newly eligible active member of the uniformed services,
- a Federal/Postal employee first returning from nonpay status after November 2, 2002, and you were in nonpay status for at least three months between July 1 and December 31, 2002,
- a spouse of someone in any of the above groups,
- a newly married spouse of a Federal/Postal employee, OR
- a newly married spouse of an active member of the uniformed services

AND you apply **within 60 days** of becoming eligible, then you use the **abbreviated** underwriting application.

If you apply **after those 60 days** (or if you're eligible to apply, but are not in one of the new employee/spouse groups listed above), then you use the **full** underwriting application.

## **Understanding the Homeland Security Advisory System**

The world has changed since September 11, 2001. We remain a nation at risk to terrorist attacks and will remain at risk for the foreseeable future. At all Threat Conditions, we must remain vigilant, prepared, and ready to deter terrorist attacks. The following Threat Conditions each represent an increasing risk of terrorist attacks. For more information, refer to [www.opm.gov](http://www.opm.gov), National Threat Level.

**1. Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks.

**2. Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks.

**3. Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks.

**4. High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks.

**5. Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks.

### **Emergency Contact Data Base**

An automated database has been implemented where employees may voluntarily have their emergency contact data readily available in the event of an emergency. The emergency contact information will be used to provide notification to the emergency contact named in the event of an emergency or death of the employee. The information the employee provides will be stored in a database and made available only to those authorized individuals who will be directly involved in the actual process of notifying the emergency contact, and processing or assisting with the necessary documents in the event of injury or death of an employee.

You may provide your emergency contact data by accessing the following website: <http://www.cpol.army.mil> Select Emergency Contact Data from the main homepage featuring "What's New".

### **Overseas Return Rights**

Employees who accept overseas tours are generally assigned to two or three year tours. However, an employee may remain overseas beyond the initial tour, at the request of the overseas manager, for up to five years and still retain statutory return rights to the stateside position he/she held prior to the overseas assignment, provided return rights were granted to the employee. In cases where an employee moves from a non-Army stateside position to an Army position in the overseas area, it is discretionary with the non-Army agency whether or not to grant return rights to the employee. It is incumbent upon the employee to ensure that the issue of his/her



return rights to a non-Army stateside activity is resolved before transferring to the overseas Army position. The manager stateside may continue the position obligation beyond the five year date if the overseas employee requests an extension. Normally, short-term extensions of six months or less are granted if it is in the interests of the overseas mission or in special situations at the request of the employee (e.g., to allow dependent children to complete the school year). However, the manager does not have to maintain the position obligation beyond the five-year date.

Normally, a position obligated to an overseas returnee with statutory return rights is filled on a permanent basis. The employee selected to fill the obligated position must agree, in writing, that occupancy of the obligated position is subject to the return of the employee on an overseas assignment.

When the Civilian Personnel Operations Center (CPOC) receives notification from the overseas CPOC that the employee will be exercising return rights, the incumbent of the obligated position must vacate the position. If there is no vacancy for assignment, then reduction in force (RIF) procedures are used to determine the job placement entitlements of the incumbent of the obligated position. The employee exercising return rights is not included in the RIF. However, if during the absence of the overseas employee, the obligated position was cancelled or restructured, the overseas employee on return to the installation may be required to compete in RIF to determine his/her job placement entitlements.

The local Civilian Personnel Advisory Center coordinates all actions taken with the immediate supervisor when an employee exercises his/her return rights, requests an extension, or agrees to an additional overseas tour.

**The CPAC Newsletter is now a part of the Fort Detrick Web Site.**

**[http://www.detrick.army.mil/detrick/civilian/cpac\\_newsletter/cpacnews.cfm](http://www.detrick.army.mil/detrick/civilian/cpac_newsletter/cpacnews.cfm)**

**It went live 3 Mar 03.**